

## **INTRODUCTION**

The Department of Elementary and Secondary Education (DESE) is the Missouri lead agency responsible for ensuring the provision of early intervention services (Missouri First Steps) to eligible infants and toddlers with disabilities, birth to 36 months, and their families consistent with the requirements of Part C of the Individuals with Disabilities Education Act (IDEA). The Central Finance Office (CFO) is the financial system for payment of all early intervention services. The CFO is connected through a child data system to a network of System Points of Entry (SPOE) throughout the state. The SPOE is responsible for entering child data a number of times during the referral, eligibility, and Individual Family Service Plan (IFSP) process. This data will generate service authorizations from the CFO.

### **COVANSYS Software Services, Inc.:**

In 2001, COVANSYS formed a working partnership with First Steps to implement an automated software system to capture the data for Part C of the Individuals with Disabilities Education Act (IDEA). First Steps also facilitates the coordination of payment for services from federal, state, local and private resources. The System Point of Entry software application enables the system to capture information related to program eligibility determination, IFSP services, and provider authorizations for children served in First Steps. The Central Finance Office (CFO) facilitates functions that determine appropriate payment for providers and creates reimbursement for providers. The CFO is housed at COVANSYS Operations Center located in Lenexa, KS.

### **Provider Enrollment in the Central Finance Office:**

As a provider, you will need to first be enrolled with the Central Finance Office (CFO) by completing the enrollment process. After all enrollment forms are completed, mail them to COVANSYS Provider Enrollment (PE) unit at:

CENTRAL FINANCE OFFICE  
C/O COVANSYS Software Services, Formerly known as PDA, Software Services  
PO Box 29134  
Shawnee Mission, KS 66201-9134

Covansys can be contacted at 1-866-711-2573 (select Option 2) or by e-mail at [mofsenroll@pdainc.com](mailto:mofsenroll@pdainc.com).

### **Central Finance Office:**

The Central Finance Office (CFO) design includes paying all providers from an interim-funding source based on submission of claims. The CFO then seeks reimbursement from an appropriate payment source such as state general revenue funds, Medicaid, Part C federal funds, Title V and private insurance.

The Central Finance Office at COVANSYS can be contacted at 1-866-711-2573 (select Option 1).

Claims should be mailed to:

CENTRAL FINANCE OFFICE  
C/O COVANSYS Software Services, Formerly known as PDA, Software Services  
PO Box 29134  
Shawnee Mission, KS 66201-9134